

Internet Credit Card Payment Process

Effective, August 21, 2004, the court's credit card provider has changed. Attorneys may notice several screens have changed and therefore, the following screen shots and text are provided to assist attorneys with the transition.

The following screen is displayed after the Notice of Electronic Filing:

Electronic Payment - Microsoft Internet Explorer

Summary of current charges:

Date Incurred	Description	Amount
2004-08-17 10:54:03	Motion for Relief From Stay(04-10020-R) [motion,mrlfsty] (150.00)	\$ 150.00
2004-08-17 15:21:28	Motion for Relief From Stay(04-10125) [motion,mrlfsty] (150.00)	\$ 150.00
		Total: \$ 300.00

If the attorney clicks the Continue Filing button, the charge is recorded and the payment process is deferred. The next time the attorney submits a filing of any kind to any case, the Summary of Current Charges will be displayed, showing all deferred charges along with the new fee, if any. Remember to pay all fees on the same day as the filing!

When the “Pay Now” option is selected, the user is presented with a payment information screen that includes the cardholder name, address and payment type. The cardholder name, first address line, and zip code default to the values shown in the CM/ECF utilities “Maintain Your ECF Account.” **Users should be aware that changing these values on the payment information screen does not affect their CM/ECF account.**

SPECIAL NOTES:

Fields marked below with an asterisk are required fields.

- The **Address** field is marked as required; however, this address does not have to be the credit card billing address, it only matters that an address be in that field. The **Address** field will be pre-populated with the user's address from CM/ECF which should not need to be changed.
- The **Cardholder Name** and **Zip Code** fields are also pre-populated with data from CMECF which should not need to be changed as it is not validated against the credit card number.
- The **Security Code** field is not marked as required; however, if you choose to enter a security code (the special numeric combination on the back of your credit card) it must be correct or your transaction will fail.
- When filling in the payment information, do not use hyphens or spaces in the **Card Number**.
- The year of the **Expiration Date** must be entered using four-digits (i.e. 2004).
- The **Payment Amount** field CANNOT be changed from the filled-in value.

Pay.Gov - Enter Payment Information - Microsoft Internet Explorer

[Notices & Agreement](#)

Enter Payment Information

Cardholder Name:	Andrea Redmon *	Plastic Card Payment Steps <ol style="list-style-type: none">1. Select Payment Type2. Enter Payment Information3. Authorize Payment / Payment Summary4. Payment Confirmation
Address:	10 Money Street *	
Address 2:		
City:	Tulsa	
State:	<input checked="" type="radio"/> Oklahoma - OK <input type="radio"/> Province / Region / County: -- OR --	
Country:		
(Instead of state, if necessary)		
Zip Code:	74103 *	
Card Type:	Visa *	
Card Number:	4111111111111111 *	
Security Code:		
Expiration Date:	November / 2007 *	
Payment Amount:	\$300.00 *	

A card authorization must be received before midnight Eastern Time if payment is to occur as early as the next day. If the U.S. Treasury Department's designated depository is closed on a scheduled payment date (including weekends and some holidays), the payment will occur the next day the depository is open.

Clicking the “**Continue**” button presents the user with a summary screen. After carefully reviewing the payment information, the user must check the Authorization checkbox. Entry of the e-mail address is optional. After all information has been verified, click on the “Make Payment” button.

****WARNING – Pressing the “Make Payment” button more than once may result in multiple transactions being processed. ****

Payment Summary and Authorization	
Cardholder Name:	Andrea Redmon
Address:	10 Money Street
Address 2:	
City:	Tulsa
State:	OK
Country:	
Zip Code:	74103
Card Type:	Visa
Card Number:	*****1111
Expiration Date:	11 / 2007
Payment Amount:	\$300.00
Current Date and Time:	08/17/2004 04:28 PM
Authorization*	
<input checked="" type="checkbox"/> I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.	
Confirmation Receipt Request	
To have a confirmation email sent to you upon completion of this transaction, provide an email address and confirmation below.	
Email Address:	<input type="text" value="andrea_redmon@oknb.uscourts.gov"/>
Re-enter Email Address to Confirm:	<input type="text" value="andrea_redmon@oknb.uscourts.gov"/>
<input type="button" value="Make Payment"/> <input type="button" value="Edit"/> <input type="button" value="Cancel"/>	
Press the "Make Payment" button only once. Pressing this button more than once could result in multiple transactions.	

Plastic Card Payment Steps

1. Select Payment Type
2. Enter Payment Information
- 3. Authorize Payment / Payment Summary**
4. Payment Confirmation

If processing is successful, a confirmation screen is displayed showing a link to the CM/ECF receipt and the transaction number. It is recommended that users print the receipt for reconciliation with their credit card statement.

**U.S. Bankruptcy Court [TEST]
Northern District of Oklahoma Test**

Thank you. Your transaction in the amount of \$ 300.00 has been completed.

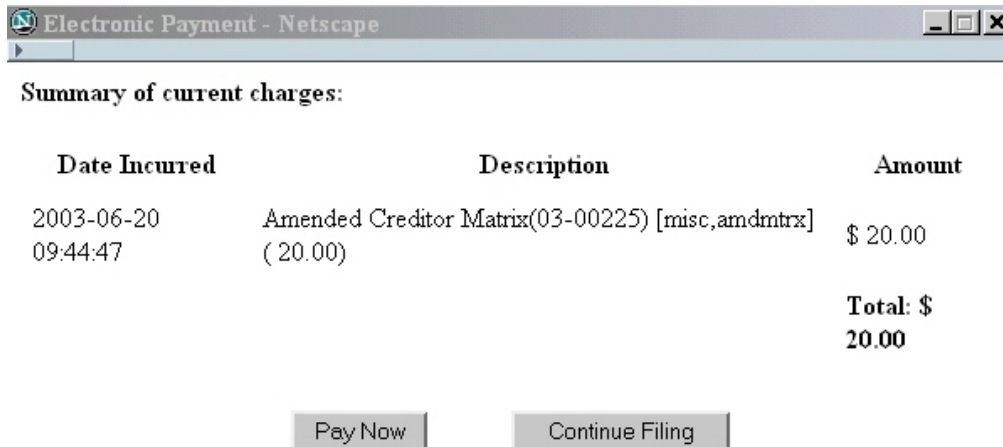
Please print a copy of your transaction receipt for future reference. The transaction number is 23455.

Monitoring and Recording Payments

An attorney can monitor his Internet fees and payments using the Internet Payments Due and Internet Payment History options on the Utilities menu (in the “Your Account” section).

Internet Payments Due

This screen lists fees for which the filer did not complete the payment process during upon completion of filing. It is the same screen that is displayed at the end of a filing transaction. As when filing, the “Pay Now” button makes a connection to the U.S. Treasury.



Summary of current charges:

Date Incurred	Description	Amount
2003-06-20 09:44:47	Amended Creditor Matrix(03-00225) [misc,amdmtrx] (20.00)	\$ 20.00
		Total: \$ 20.00

Internet Payment History

This listing includes all payments of charges incurred via the Internet, whether those payments were made via the U.S. Treasury or by other methods. The payments are in order by receipt number. The attorney can request to see payments within a specified day range.

U.S. Bankruptcy Court [TEST] Northern District of Oklahoma Test Internet Payment History for Redmon , Andrea 8/18/2004 to 8/18/2004				
Date Paid	Description	Payment Method	Receipt #	Amount
2004-08-18 14:07:21	Motion for Relief From Stay(04-10020-R) [motion,mrflsty] (150.00) Motion for Relief From Stay(04-10125) [motion,mrflsty] (150.00)	credit card	23455	\$ 300.00